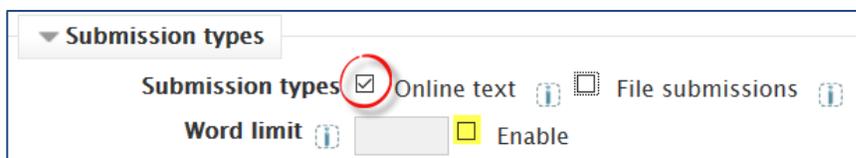Online text assignments provide an opportunity to engage with our students one-on-one. Like a discussion forum prompt, an online text assignment allows students to reflect on course content and consider what they are learning. The difference between the two options is that forum posts are public while responses posted as online text assignments remain private – they can only be read by the instructor. Many faculty using these assignment links find that they get to know their students better and appreciate the chance to learn more about how their students are processing what they are learning and experiencing in (and out of) class.

Create an Online Text Assignment Link

1. Click on the **Add an activity or resource link** and choose **Assignment**.

2. Enter a brief name for the assignment.

3. In the **Description** area, enter a prompt for your students to consider. (If you plan to create a series of similar assignment, be sure to include instructions in the first link for clicking on **Add submission** and **Save changes** in order to submit their work.)

4. Set dues dates and times in the **Availability** area if desired.

5. Check the **Online text** box and de-select the **File submissions** option.

6. Set a word limit for student responses, if desired.

Review Student Submissions

1. To view student submissions, open the link for the assignment and click on **View/grade all submissions**.
2. In the **Grades** column, click on the checkmark icon to view a student's submission.

This image shows how the assignment displays in the grading interface. Depending on the length of the student's posting, you may need to click on the plus sign to display the entire submission.

After reviewing the student's response, enter a grade and feedback. **Save and show next** to view the next submission.

For more information on managing assignments, see this [complete guide](#).